

**Ellsworth Adult Education**  
**CNA Syllabus**

**Office Location** Ellsworth Adult Education, 248 State Street, Suite 16B (Mill Mall) Ellsworth, Maine, 04605. 207.664.7110. General email: [adulthoodinfo@ellsworthschools.org](mailto:adulthoodinfo@ellsworthschools.org).

**Student Advisor:** Annie Sargent [asargent@ellsworthschools.org](mailto:asargent@ellsworthschools.org); 207.664.7110 Office; 207.613.6460 cell (text and voice)

**Course Description** The course is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function in the role of nursing assistant under the supervision of a registered nurse (RN). This course is designed to meet the curriculum requirements of the Maine Department of Health & Human Services.. The basic nursing assistant proficiency examination is the State-approved competency evaluation, with both written and manual skills components. The course requires the student to complete 70 hours of classroom lecture, perform 40 hours in a clinical setting, and successfully demonstrate patient/resident care nursing assistant skills (see attached Skills Listing). Satisfactory completion of the course provides eligibility to take the competency written examination for Maine state certification as a nursing assistant.

**Nature of Work** Nursing assistants perform routine duties in caring for patients or residents. Care tasks delegated by the nurse to the assistant include: transferring a patient/resident from the bed to a chair or wheelchair; walking or performing range of motion exercises; bathing, showering, shaving or providing oral hygiene for a patient/resident; feeding; changing bed linens; and maintaining cleanliness of the patient/resident's general surroundings. The nursing assistant is proficient in taking a temperature, respiratory rate, blood pressure and other patient/resident vital measurements, and reporting the results back to the nurse. The practice of good hand hygiene and patient/resident safety is expected at all times in the clinical setting.

**Course Objectives** Upon successful completion of this course, the student will be able to: Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team. Upon course completion the student will be able to:

1. Maintain a proper physical and emotional patient environment.
2. Report and record observations.
3. Provide assistance in personal hygiene.
4. Assist with body movement and ambulation.
5. Assist with nutrition and elimination.
6. Assist with emergency situations.
7. Assist the RN in providing general patient care.
8. Communicate in an effective and positive manner.
9. Demonstrate understanding of skills appropriate for the CNA

**Qualifications** Must be 16 years of age. High school diploma recommended. Satisfactory criminal background check. Demonstration of logistical, metacognitive (organizing and planning) skills and support to be successful in the course. CASAS Assessment Goals Reading Score of 235. CASAS Assessment Goals Math is also recommended. To register for the CASAS assessment contact Ellsworth Adult Education student advisor, Emily Nash at [enash@ellsworthschools.org](mailto:enash@ellsworthschools.org).

**Contact Information Instructor:**

**Course Format** Classroom/Lab components of this course are hybrid with live classroom time scheduled Monday, Tuesday and Wednesday afternoons from 5pm-8:30pm with a 30 minute break. In addition at least 4.5 hours of asynchronous instruction during each week. The course is divided into ten units. Units will open weekly on Thursday for the following week. (see the attached schedule). There are two potential scenarios being explored about meeting clinical requirements that are not 100% clear due to the pandemic. The preferred scenario is 70 hours of clinicals at the end of term at Northern Light Maine Coast Hospital and area nursing and rehabilitation facilities. Alternately, depending on the pandemic situation, all the skills demonstration will happen in a lab set up, that state registry exam will be taken by CNA candidates and upon hiring a nursing supervisor at the facility where you work will document the 70 hours of successful work on the floor.

**Required Course Attendance Hours** 70 Classroom hours; 20 Lab hours; 40 Clinical Hours

**Class Management System** The course is organized on Schoology. You'll be added as a member of the class a few days before the start date of the class. Here's a link to a [schoology student guide](#). Orientation to Schoology will be provided.

**Technology Requirements** Access to the internet is required to successfully complete this course. Live online sessions will be using the ZOOM platform. A device with a camera and microphone is needed. If you need assistance accessing the internet and/or a suitable device, Ellsworth Adult Education may offer some assistance. Please contact your student advisor or the office at 207.664.7110 to learn more.

Below are links to videos and a handout about ZOOM. If you need additional assistance please register for the **Get Ready to ZOOM** workshop and you will be contacted to set up tailored support. The link to register for the ZOOM training is [here](#)

**Textbooks & Materials** The materials below will be provided by the program.

- Hartman's Nursing Assistant Care, The Basics, Hartman Publishing Inc, 5th Edition
- Hartman's Nursing Assistant Care, The Basics, Workbook, Hartman Publishing Inc, 5th Edition
- Human Anatomy Coloring Book, Colored Pencils
  - **Unit 1:** The Nursing Assistant in Long-Term Care
  - **Unit 2:** Foundations of Resident Care
  - **Unit 3:** Understanding Residents
  - **Unit 4:** Body Systems and Related Conditions
  - **Unit 5:** Confusion, Dementia and Alzheimer's Disease
  - **Unit 6:** Personal Care Skills
  - **Unit 7:** Basic Nursing Skills
  - **Unit 8:** Nutrition and Hydration
  - **Unit 9:** Rehabilitation and Restoration Care
  - **Unit 10:** Caring for Yourself
- Ellsworth Adult Education CNA Binder & Handouts
- Nursing Assistant Tasks List
- PPE (gowns, masks, goggles)

**Instructional approaches** This instruction for this course is multi-faceted and includes but is not limited to the following

- Lecture/Discussion
- PowerPoint presentation
- Textbook & Articles to read
- Videos
- Workbooks
- Quizzes
- Projects
- Hands on lab sessions
- Return demonstration
- Clinical experience

**Nursing Assistant Lab & Clinical Experience** Students are required to participate in 20 hours of lab time and 40 hours of clinical time. These experiences provide the opportunity to practice and demonstrate mastery of 175 discrete skills in areas listed below. It is the responsibility of the learner to be proactive during these sessions to work with the instructor and clinical site personnel to ensure they have the opportunity to demonstrate mastery of the skills.

**Attendance** at all classes, labs and clinicals is mandatory to meet the Maine State requirements for the course. (see page 6 for Attendance Policy).

**Dismissal Policy**

- Failure to maintain an academic average of 75%
- Failure to comply with attendance policy
- Failure to meet course requirements
- New physical or emotional problems that interfere with completion of course requirements
- Any substance abuse will result in immediate dismissal
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- Acts of physical aggression towards another person
- Acts of verbal aggression towards another person
- Dishonesty
- Theft or misuse of property
- Failure to maintain confidentiality
- Failure to maintain patient safety
- Cheating on exams
- Repeated disruptive behavior in class/at clinical site

With the exception of substance abuse, a student will be given a warning. After the warning a conference will be scheduled with the instructor and program director and a required action plan will be established. If the student fails to meet these goals, they will be dismissed.

### **Assessment and Evaluation**

- Class participation
- Workbook
- Assignments
- Projects
- Quizzes
- Instructor Final Exam
- Satisfactory Nursing Assistant Competency Tasks List Demonstrations
- State Nursing Assistant Registry Exam

**Appropriate Attire & Recommended Equipment** Students are expected to wear scrubs for clinical sessions. Royal blue shirt and navy pants.

- Scrubs
- Shoes (closed toe sturdy)
- Watch with a second hand or digital display
- Black non-erasable pen
- Small notebook
- Stethoscope
- 54" Gait/Transfer belt
- Blood pressure cuff (optional)
- PPE- 1 pair of goggles, 1 reusable face shield, gowns, gloves, masks, (provided by the program)